



Group Meetings | Risk Assessment

This has been compiled to help you plan and consider the steps you are taking to keep members safe at group meetings.

Consider weather conditions and any impact on access to your home e.g. slippery paths	
Is there parking for guests?	
Ensure access to home is clear and unobstructed	
Identify emergency exits and ensure they are unobstructed	
Ensure emergency exits are unlocked and every member is aware of where they are	
Ensure smoke alarm is tested and working	
Make note of all meeting attendees	
Ensure any open fire has a guard	
Toilet facilities accessible and clean	
Ensure every member is aware of location of toilet facilities	
Ensure walkways are unobstructed	
Remove any trip or slip hazards	
Ensure kettle and other electrical equipment in use have cables and plugs in good condition	
Ensure no exposed electrical wires	
If serving food ensure allergen information is communicated to members	
First Aid equipment accessible	